

Chapter 4

U.S. Fish and Wildlife Service Program Organization and Responsibilities

Introduction

This document states, references, or supplements policy for the U.S. Fish and Wildlife Service Wildland Fire Management Program. The standards provided in this document are based on current U.S. Department of the Interior and Bureau policy, and are intended to provide fire program guidance. If there is a discrepancy between guidance found in this document and the Service Manual, information contained within this document will be considered authoritative as updates occur on a more frequent cycle than the Service Manual. The intent is to ensure safe, consistent, efficient, and effective fire and aviation operations. This document will be reviewed and updated annually.

Agency Administrator Roles

Director

The Director of the Fish and Wildlife Service has overall responsibility for the Service's Wildland Fire Management Program. The Director will ensure regional fire management activities are formally evaluated.

Chief, National Wildlife Refuge System

The National Wildlife Refuge System under the Chief provides leadership for the Wildland Fire Management Program. The National Wildlife Refuge System also formally evaluates all regional fire activities as needed. The Assistant Director of the National Wildlife Refuge System has delegated the authority to approve the Service *Fire Management Handbook* and other fire related handbooks as needed to provide guidance to the Chief, Branch of Fire Management.

Regional Director

The Regional Director is responsible to the Director for fire management programs and activities within their region. The Regional Director will meet the required elements outlined in the *Management Performance Requirements for Fire Operations* and ensure training is completed to support delegations to line managers and principal acting's. The Regional Director ensures that Refuge Managers/Project Leaders, and or Field Supervisors are qualified to approve prescribed fire plans. Any prescribed fire that is converted to a wildfire is issued a Notice of Violation for air quality, or damages values off of Service lands, must be reviewed. The appropriate level and scope of the review will be determined by agency policy. The final review results shall be provided to the Regional Director within 45 days of the incident out date.

1 **Regional Chief and Refuge Supervisors**

2 Regional Chiefs and Refuge Supervisors are delegated specific leadership
3 responsibilities by the Regional Director. They provide oversight and direction,
4 in coordination with, the Wildland Fire Management Program for the National
5 Wildlife Refuge System. These responsibilities occur through established lines
6 of authority as assigned by the Regional Director.

7 **Project Leader/Refuge Manager**

8 The Project Leader is responsible for the safe and efficient implementation of
9 fire management activities within their unit, including cooperative activities with
10 other agencies or landowners, in accordance with delegations of authorities. The
11 Project Leader, or principal acting, will meet required elements outlined in the
12 *Management Performance Requirements for Fire Operations* table below.

- 13 • If an Agency Administrator is absent during an incident, the Refuge
14 Supervisor and RFMC will make an assessment of the Acting Agency
15 Administrator's capabilities and provide appropriate additional support. The
16 Refuge Supervisor and RFMC will provide additional fire management
17 support for the affected refuge as needed.

18 **Management Performance Requirements for Fire Operations**

PERFORMANCE REQUIRED	FWS Director	Regional Director	Regional Chief/ Refuge Supervisor	Project Leader/ Refuge Manager
<i>Policy</i>				
1. Ensure any standards developed are compliant with agency wildland fire policies.	X	X	X	X
2. Ensure use of fire funds is in compliance with department and agency policies.	X	X	X	X

PERFORMANCE REQUIRED	FWS Director	Regional Director	Regional Chief/ Refuge Supervisor	Project Leader/ Refuge Manager
3. Attends the <i>Fire Management Leadership</i> course (geographic or national) within two years of appointment to Project Leader, unless there have been no wildland fires recorded in the last 10 years within the complex. Ensures that personnel assigned oversight responsibilities for the fire program have completed the <i>Fire Management Leadership</i> course.	X	X	X	X
4. Review critical operations and safety policies and procedures, including Interagency Fire Program Management Qualifications Guide and <i>Interagency Standards for Fire and Fire Aviation Operations</i> "Red Book" with fire and fire aviation personnel.		X	X	X
<i>Program Management</i>				
5. Provide a written Delegation of Authority to Zone FMOs giving an adequate level of operational authority. For zoned/area units, ensure all appropriate Agency Administrators have signed the delegation. When applicable, an Inter-refuge Agreement specifying reciprocal responsibilities of the Project Leader/Refuge Manager and the Area/Zone FMO.	X	X	X	X

PERFORMANCE REQUIRED	FWS Director	Regional Director	Regional Chief/ Refuge Supervisor	Project Leader/ Refuge Manager
6. Ensure all fire management activities are supported by a current FMP with documented annual updates and are integrated with an approved Comprehensive Conservation Plan.	X	X	X	X
7. Ensure units have a current safety plan, an active safety committee, and safety program that integrates the fire program.			X	X
8. Ensure investigations and reviews are conducted for incidents, accidents, escaped prescribed fires, and near misses as described in Chapter 18.	X	X	X	X
9. Annually update and review the FWS Line of Duty Death Response Handbook and the Agency Administrator's Guide to Critical Incident Management.		X	X	X
10. Ensure timely follow-up to fire management program reviews.			X	X
11. Ensure master agreements with cooperators are valid and in compliance with agency policies, and Annual Operating Plans are current.		X	X	X

PERFORMANCE REQUIRED	FWS Director	Regional Director	Regional Chief/ Refuge Supervisor	Project Leader/ Refuge Manager
12. Ensure trespass actions are initiated and documented to recover cost of suppression activities, land rehabilitation, and damages to resources and improvements for all human-caused fires where liability can be determined, as per <i>Service Fire Management Handbook</i> .		X	X	X
13. Ensure Wildland Fire Decision Support System (WFDSS) is used to publish timely decisions and to provide decision support documentation for all fires that escape initial attack or initial response.		X	X	X
14. Convene and participate in annual fire meetings.			X	X
15. Participate as part of in-briefings and post fire closeouts on Type 1 and Type 2 fires.				X
16. Provide a written Delegation of Authority, WFDSS analysis, Agency Administrator Briefings to Incident Management Teams.				X
17. Ensure fire and fire aviation preparedness reviews are conducted annually in all unit offices.		X	X	X

PERFORMANCE REQUIRED	FWS Director	Regional Director	Regional Chief/ Refuge Supervisor	Project Leader/ Refuge Manager
18. Ensure resource advisors are identified, trained, and available for incident assignment. Refer to the <i>Resource Advisors Guide for Wildland Fire</i> (NWCG PMS 313, NFES 1813).				X
19. Personally visit at least one wildland fire each year as available.				X
20. Ensure appropriate management of Social/Political/Media resources and relationships affecting wildland fire.		X	X	X
21. Ensure appropriate risk management, administration, management and oversight of wildland incidents. Ensure Incident Business Analysts, Strategic Operational Planners, Resource Advisors, and Agency Representative positions are utilized as needed.				X
22. Provide oversight to Emergency Stabilization (ES) and Burned Area Rehabilitation (BAR) processes and procedures.				X
Training/Certification				
23. Ensure only trained and certified fire and non-fire personnel are available to support fire operations at the local, geographic, and national levels.	X	X	X	X

PERFORMANCE REQUIRED	FWS Director	Regional Director	Regional Chief/ Refuge Supervisor	Project Leader/ Refuge Manager
24. Ensure personnel delegated fire program responsibilities have completed required training.	X		X	X
<i>Prescribed Fire/Fuels Management</i>				
25. Ensure compliance with National and Regional policies for prescribed fire activities. Conduct periodic reviews of the prescribed fire program.		X	X	X
26. Ensure all wildfires resulting from prescribed fire actions are reported to Regional Director within 24 hours of the wildfire declaration.			X	X
27. In the event of a declared wildfire from an escaped prescribed fire, conduct and submit Declared Wildfire Review to National Office within 45 days of wildfire out date.		X	X	X
28. Ensure Prescribed Fire Plans have been reviewed and recommended by a qualified technical reviewer other than the plan author.				X
29. Review and approve the Agency Administrator Ignition Authorization.				X

1 Fire Management Staff Roles

2 National Office

3 Fire Director

- 4 The Fire Director is the Chief of the Fire Management Branch in the National
- 5 Wildlife Refuge System, and is the Service representative at the National

1 Interagency Fire Center (NIFC). The Fire Director, through *Service Manual 621*
2 *FW I*, is delegated authority by the Director to represent the Service on the
3 National Multi-Agency Coordinating Group (NMAC Group). The Fire Director
4 is responsible for implementing the decisions of the NMAC as they affect U.S.
5 Fish and Wildlife Service areas. The decisions of the NMAC include the
6 prioritizing of incidents nationally and the allocation or reallocation of
7 firefighting resources to meet national priorities.

8 The Fire Management Branch is responsible for providing technical direction
9 and coordination of fire management planning, policy development, and
10 procedures Service wide.

11 **Regional Office**

12 ***Regional Fire Management Coordinator (RFMC)***

13 The Regional Fire Management Coordinator provides leadership, direction,
14 coordination, training, planning, evaluation, and technical guidance for the
15 region and is available to provide assistance for intra-agency and interagency
16 wildland fire management needs. The RFMC will meet qualification
17 requirements established by IFPM for the position. The RFMC, through written
18 delegation by the Regional Director, is delegated authority to represent the
19 region on the Geographic Multi-Agency Coordinating Group (GMAC). The
20 RFMC is responsible for implementing the decisions of the MAC Group as they
21 affect U.S. Fish and Wildlife Service areas. The decisions of the GMAC include
22 the prioritizing of incidents, Interagency Master/statewide agreements and the
23 allocation or reallocation of firefighting resources to meet wildland fire
24 management priorities.

25 **Refuge**

26 ***Zone Fire Management Officer (ZFMO)***

27 The ZFMO is responsible and accountable for providing leadership for the fire
28 management program. The ZFMO determines program requirements to
29 implement land use decisions through the Fire Management Plans (FMP) to
30 meet land management objectives. The ZFMO negotiates interagency
31 agreements and as delegated, represents the Agency Administrator on local
32 interagency fire and fire aviation groups. The ZFMO is responsible for
33 coordinating with Agency Administrators to annually review and update (as
34 required) their respective Fire Management Plans to comply with agency policy.

1 Fire Management Staff Performance Requirements for Fire Operations

PERFORMANCE REQUIRED	Fire Director	RFMC	Zone FMO
<i>Policy</i>			
1. Establishes and manages a safe, effective, and efficient fire program.	X	X	X
2. Ensures that Fire Management Plans (FMPs) reflect the agency's commitment to firefighter and public safety, while utilizing the full range of fire management activities available for ecosystem sustainability.		X	X
3. Provides the expertise and skills to fully integrate fire and fire aviation management into interdisciplinary planning efforts.	X	X	X
4. Ensures compliance with work/rest guidelines during all fire and fire aviation activities.	X	X	X
5. Ensures fire and fire aviation policies are understood, implemented, and coordinated with other agencies as appropriate.	X	X	X
<i>Program Management</i>			
6. Ensures completion of a Job Hazard Analysis (JHA)/Risk Assessment for fire and fire aviation activities to mitigate risk.		X	X
7. Develop, negotiate, and implement cost share, Service First, and reimbursable protection agreements with cooperators.	X	X	X
8. Ensures that the fire and fire aviation management employees understand their role, responsibilities, authority, and accountability.	X	X	X
9. Monitors fire suppression activities to recognize when complexity levels exceed current management capabilities. Increases managerial and operational resources to meet the need.	X	X	X
10. Ensures that agreements with cooperators and operational plans (e.g., Annual Operating Plans, dispatch, preparedness, prevention) are valid and in compliance with agency policy.	X	X	X
11. Ensures use of fire funds is in compliance with department and agency policies.	X	X	X

PERFORMANCE REQUIRED	Fire Director	RFMC	Zone FMO
12. Ensures that fire severity funding is requested, used, and documented in accordance with agency standards.	X	X	X
13. Ensures a process is established to communicate fire information to public, media, and cooperators.	X	X	X
14. Convenes and participates in annual fire meetings. Specifically address management controls and critical safety issues.	X	X	X
15. Oversees pre-season preparedness review of fire and fire aviation program.	X	X	X
16. Initiates, conducts, and/or participates in fire program management reviews and investigations.	X	X	X
17. Personally participates in periodic site visits to individual incidents and projects.		X	X
18. Ensures that transfer of command occurs as per <i>Interagency Standards for Fire and Fire Aviation Operations</i> , Appendix G on incidents.		X	X
19. Ensure the proper level of management complexity is assigned to all incidents.		X	X
20. Ensures that incoming personnel and crews are briefed prior to fire and fire aviation assignments.		X	X
21. Ensures a WFDSS analysis is completed, updated, approved, and published as necessary.		X	X
22. Works with cooperators, groups, and individuals to develop and implement processes and procedures for providing fire safe communities within the wildland urban interface.	X	X	X
23. Ensures unit is capable of wildfire cause determination.	X	X	X

PERFORMANCE REQUIRED	Fire Director	RFMC	Zone FMO
24. Annually updates and reviews the FWS <i>Line of Duty Death Response Handbook</i> and the <i>Agency Administrator's Guide to Critical Incident Management</i> .	X	X	X
25. Ensures that fire season severity predictions, weather forecasts, fire behavior predictors, and fire activity levels are monitored and communicated daily to all employees (hard copy, web page, email, radio, or fax).	X	X	X
26. Uses current National, Geographic, and Local Mobilization Guides and ensures standards are followed.	X	X	X
27. Ensures that reports and records are properly maintained according to FWS policies.		X	X
28. Ensures all job related accidents/incidents resulting in, or having the potential to cause fatalities, injuries, illnesses, property or environmental damage are reported and/or investigated. All such reports are electronically submitted through the Safety Management Information System (SMIS), SAFENET or SAFECOM as appropriate.		X	X
29. Ensure unit has a current safety plan, an active safety committee, and safety program that integrates the fire program.		X	X
30. Ensures that current emergency medical response plan is in place and accessible.		X	X
Planning			
31. Develops and/or updates fire management plans and associated operational plans for approval by project leaders and regional fire and refuge staff (as determined by the region). Annually review FMPs per Service policy.			X
32. Responsible for the coordination of RAWS maintenance, sensor calibration, and oversight of daily inputs.			X

PERFORMANCE REQUIRED	Fire Director	RFMC	Zone FMO
<i>Training</i>			
33. Ensures IQCS accounts are established and training records maintained for Agency Administrators.		X	
34. Organizes trains, equips, and directs a qualified work force. Ensures that only trained and qualified personnel are assigned to fire and fire aviation duties. Establishes and implements performance review process(es).		X	X
<i>Prescribed Fire and Fuels</i>			
35. Ensures compliance with Service and Regional policy for prescribed fire activities. Provides periodic reviews of the prescribed fire program.	X	X	X
36. Reports all wildfires resulting from prescribed fires to the Regional Fire Management Coordinator within 12 hours of the wildfire declaration.			X

1 **National Fire Leadership Team**

- 2 The National Fire Leadership Team (NFLT) is established under the guidance
3 and support of the NWRS Leadership Team. The team is established to provide
4 regional input on issues of National importance, to advise the Chief, Fire
5 Management Branch (FMB), and provide leadership, coordination, and guidance
6 in the development and implementation of a safe and effective fire management
7 program within the Service. The team serves as a national clearing house,
8 provides discussion of wildland fire management issues, and recommends
9 actions to improve coordination and integration of regional fire management
10 activities into national direction. The team will be responsible for the following:
- 11 • Provide leadership, coordination, and guidance for the Service's fire
12 management program.
 - 13 • Identify potential fire management issues, and recommend strategies that
14 will enhance the Service's ability to safely and effectively manage fire on
15 Service lands.
 - 16 • Develop and recommend common guidance and business rules as needed to
17 manage fire management activities while recognizing individual regional
18 needs.
 - 19 • Provide a forum for the exchange of ideas, best management practices, and
20 lessons learned relating to Service fire management activities.

- 1 • Provide a forum to discuss budget methodology applications that are
2 consistent with appropriation language authority as well as providing for the
3 collaboration and coordination within FWS and with our interagency
4 partners.
- 5 • Form task groups, working teams, or other collections of subject matter
6 experts as needed to deal with specific tasks or long-term issues. These
7 groups or teams will each have a Leader who usually works in the subject
8 matter area with members assigned who may have the subject area as a
9 collateral duty. They will have representation from across the Service, and
10 will provide guidance or operational recommendations to the NFLT.

11 **Delegation of Authority**

12 **Regional Fire Management Coordinator**

13 In order to effectively perform their duties, a RFMC must have certain
14 authorities delegated from the Regional Director. This delegation is normally
15 placed in the regional office supplement to agency manuals. This Delegation of
16 Authority should include:

- 17 • Serve as the Regional Director's authorized representative on geographic
18 area coordination groups, including MAC groups.
- 19 • Coordinate and establish priorities on uncommitted fire suppression
20 resources during periods of shortages.
- 21 • Coordinate logistics and suppression operations region-wide.
- 22 • Relocate agency wildland fire resources within the region based on relative
23 fire potential/activity.
- 24 • Correct unsafe wildland fire activities.
- 25 • Enter into agreements to provide for the management, fiscal, and
26 operational functions of combined agency operated facilities.
- 27 • Suspend prescribed fire activities when warranted.
- 28 • Give authorization to hire Emergency Firefighters in accordance with the
29 DOI Pay Plan for Emergency Workers.
- 30 • Approve short-term fire severity funding expenditures not to exceed the
31 region's annual authority.

32 **Zone Fire Management Officer (ZFMO)**

33 In order to effectively perform their duties, the ZFMO may receive a Delegation
34 of Authority (DOA) outlining the operational and administrative fire
35 management duties. All Unit Agency Administrators within a Zone should
36 consider signing a single Zone Fire Management delegation. A sample
37 "Delegation of Authority" can be found on the FWS Fire Operations Policy and
38 Guidance SharePoint site.

1 Inter-refuge Agreements

2 Inter-Refuge Agreements may be used when FMOs provide fire management
3 oversight to multiple refuges. This is in addition to the Delegation of Authority
4 from the Project Leaders/Refuge Managers to the FMO, and further defines the
5 roles and expectations between the FMO and Refuges. An example can be found
6 on the FWS Fire Operations Policy and Guidance SharePoint site.

7 Fire Duty Officer

8 Fire Management Officers are responsible to provide Fire Duty Officer (FDO)
9 coverage during periods of predicted incident activities. FDO responsibilities
10 may be performed by any individual delegated the authority, either written or
11 verbal, from the FMO. The duties for FDOs include:

- 12 • Monitor unit incident activities for compliance with FWS safety policies.
- 13 • Coordinate and set priorities for unit preparedness activities, incident
14 response and resource allocation.
- 15 • Keep Agency Administrators and resources informed of the current and
16 expected situation.
- 17 • Plan for and implement actions required for future needs.
- 18 • Document decisions and actions.
- 19 • It is recommended FDOs not fill ICS functions.

20 Fire Severity Funding

21 Service specific fire severity funding guidance can be found in Chapter 10 of the
22 Service Fire Management Handbook, and the Fire Business Handbook, Severity
23 Subactivity.

24 Fire Reporting

25 Field units will report wildland fire occurrence and fire status to their local
26 dispatch office and Regional Office.

27 Individual Fire Report

28 An Individual Fire Report must be completed in the Fire Management
29 Information System (FMIS) for the following types of fires within 15 days after
30 the fire is declared out:

- 31 • All wildland fires on Service lands;
- 32 • Support actions;
- 33 • Fires suppressed on other lands under an agreement;
- 34 • All false alarms; and
- 35 • Natural outs (by natural out definition).

1 Detailed information about a support action is only required from an initial entry
2 into FMIS to establish a work breakdown structure (WBS). Once the WBS has
3 been established, users are not required to establish additional fire reporting
4 information for the same fire.

5 Reports are required regardless of who takes action, e.g., force account,
6 cooperator, or contractor. When actions are taken on a cooperative fire, the
7 agency having jurisdiction over the land on which the wildfire occurs will file a
8 complete report to record and bill for assistance when necessary.

9 **Fish and Wildlife Service Use of WFDSS**

10 FWS follows interagency policy regarding use of WFDSS. Standards for when
11 WFDSS will be used are found in Chapter 11 of the *Interagency Standards for*
12 *Fire and Fire Aviation Operations*.

13 Documentation of all other wildfires in WFDSS is at the discretion of the local
14 unit. All fires in Alaska will have WFDSS initiated by the Protection Agency.

15 **Final Wildland Fire Record**

16 The final wildland fire project record may include the following:

- 17 • FMIS data entry
- 18 • Narrative
- 19 • WFDSS
- 20 • Incident Action Plan(s)
- 21 • Daily weather forecasts and spot weather forecasts
- 22 • Cumulative fire map showing acreage increase by day
- 23 • Total cost summary
- 24 • Monitoring data (Wildland Fire Observation Records)
- 25 • Critique of fire projections on Incident Action Plan

26 **Physical Fitness and Conditioning**

27 Employees serving in wildland fire positions that require a fitness rating of
28 arduous as a condition of employment are authorized one hour of duty time each
29 work day for physical fitness conditioning. Employees not having a fitness
30 rating of arduous as a condition of employment, but who are required by a
31 Critical Performance element or other written agreement to maintain an arduous
32 level, will be authorized three hours per week of duty time for physical fitness
33 condition. All other wildland firefighting personnel holding qualifications
34 requiring ratings of moderate or arduous may be authorized, by their supervisor,
35 up to three hours per week of duty time for fitness conditioning. Prior to any
36 duty time being allowed for physical fitness conditioning, employees and
37 supervisors must agree, in writing, what physical conditioning activities the
38 employee will engage in, and when and where they will occur. Activities outside

- 1 of the agreement will not be authorized or allowed. A combination of activities
2 designed to increase both physical strength and aerobic fitness, while
3 minimizing the possibility of physical injury, should be utilized.

4 **Training**

5 **Agency Administrator Training**

- 6 The qualification standards identified in the *Interagency Fire Program*
7 *Management Qualification Standards* are required, in conjunction with specific
8 agency requirements, when filling vacant fire program positions, and as an aid in
9 developing Individual Development Plans (IDPs) for employees.
- 10 • Refuge Managers/Project Leaders with Service lands under their
11 jurisdiction which require the development and maintenance of a Fire
12 Management Plan must attend either the National Advanced Fire and
13 Resource Institute (NAFRI) or a locally sponsored Fire Management
14 Leadership course, or may, upon concurrence of the RFMC, attend the
15 Agency Administrator Workshop for Prescribed Fire course which is hosted
16 by the National Interagency Prescribed Fire Training Center (PFTC).
 - 17 • Field supervisors who may approve prescribed fire plans must attend the
18 NAFRI sponsored Fire Management Leadership Course (NFML) or upon
19 concurrence of the RFMC, must attend either the Agency Administrator
20 Workshop at PFTC or a Local Fire Management Leadership course
21 (LFML).
 - 22 • Regional Chiefs, Regional Refuge Supervisors, and Refuge
23 Managers/Project Leaders must complete periodic refresher training as
24 determined by their supervisor in consultation with the RFMC. Refresher
25 training options may include attending fire management
26 training/workshops, trainee experiences, or mentoring.
 - 27 • Guidance for use of the agency qualification for Agency Administrators
28 (AADM) can be found in the *Federal Wildland Fire Qualifications*
29 *Supplement*.
- ##### 30 **Zone Fire Management Officer Training**
- 31 All Zone Fire Management Officers (ZFMO) are required to attend the M-581,
32 *Interagency Fire Program Management* course, either as a student or as a
33 member of the instructor cadre. If attending as an instructor, the ZFMO must be
34 present for the entire course. See IFPM requirements.

1 **FWS Firefighter General Training Requirements**2 ***Agency Permanent, Career Seasonal, and Temporary Firefighters***

One-Time Training	Annual Training	Recurring Training
Hazardous Materials-First Responder Awareness Level		First Aid /CPR (every 2 years)
A-100 Basic Aviation Safety (Classroom/Online)	RT-130 Annual Fireline Safety Training	A-100 Basic Aviation Safety (every 3 years)
Hazardous Materials (see 242 FW 6 Table 6-4)	Hazardous Materials (see 242 FW 6 Table 6-4)	Defensive Driving (every 3 years)

3 ***AD and EFF Required Training***

- 4 • First Aid/CPR (every 2 years)
- 5 • Defensive driving (if operating GOV, every 3 years)

6 **Fish and Wildlife Service Specific Qualifications**

7 Guidance regarding agency-specific qualifications that are not contained in the
 8 PMS 310-1 can be found in the *Federal Wildland Fire Qualifications*
 9 *Supplement*. For qualifications with agency standards which exceed minimums
 10 established in the PMS 310-1, refer to the Service Fire Management Handbook.

11 **FWS Global Positioning System (GPS) Datum and Coordinate Format**
 12 **Standard**

13 To ensure safe and efficient suppression operations, all FWS fire resources will
 14 use a standard GPS datum and latitude/longitude (coordinate) format when
 15 communicating GPS references. The standard datum is WGS84, and the
 16 standard coordinate format is Degrees Decimal Minutes (DDM). For other
 17 activities (e.g., mapping, fire reporting, planning), agency standards will apply.